REAL ESTATE EXPENSES

What is it?

Expenses associated with selling residence at old duty station; purchasing residence at new duty station; and breakage of lease at old duty station.

Guidelines -

- 1. Title must be in employees' name alone or joint names of the employees' and/or one or more members of the immediate family. Otherwise, reimbursement is pro rated.
- 2. Residence must be employees' actual residence from which the employee commutes daily to their permanent duty station.
- 3. Settlement dates for sale, purchase, or lease termination must be completed within two years from the date the employee reports at the new duty sation. This may be extended for 1 additional year. Extension of time should be submitted to the office scheduling the PCS move. Employees should provide a chronology of the 2-year period. The chronology should include such information as the number of homes viewed, whether any contracts were tendered and reasons for not buying, such as price, location, facilities, schools, etc. as well as the current efforts that are being made to complete residence transactions. The employee will be notified whether the extension of time was approved or disapproved.

Reimbursement -

1. Limits:

-sale of residence: 10% of the selling price -purchase of residence: 5% of the purchase price

- 2. To qualify for reimbursement of expenses related to an unexpired lease, employees must not have failed to move promptly after knowledge of transfer to new duty.
- 3. Reimbursement expenses for the sale/purchase of a residence are:

| Type of Expenses | Old Station | New Station |
|-----------------------------------|-------------|-------------|
| Abstract | Yes | Yes |
| Advertising | Yes | No |
| Application fee (FHA and VA only) | Yes | Yes |

| Type of Expenses | Old Station | New Station |
|--|-------------|-------------|
| Appraisal fee (determine market value of residence) | Yes | No |
| Appraisal fee (lender's) | No | Yes |
| Assumption fee (not in addition to origination fee) | No | Yes |
| Attorney's fee | Yes | Yes |
| Broker's commission (not to exceed 6%) | Yes | No |
| Construction Charges | No | No |
| Cost of litigation | No | No |
| Credit report | No | Yes |
| Escrow agent's fee (not escrow deposits) | Yes | Yes |
| Hazard insurance | No | No |
| Inspection fees (termite, fleas, radon, asbestos, roof) | Yes | Yes |
| Interest on loans | No | No |
| Lender's service fees (except as specifically listed) | No | No |
| Loan discounts (points) | No | No |
| Loan origination fee (not to exceed 1 per cent) | No | Yes |
| Loan transfer fee (in addition to assumption or origination fee) | No | Yes |
| Losses due to prices or market conditions | No | No |
| Mortgage insurance | No | No |
| Mortgage prepayment penalty (See 41 CFR 302-6.2(d)(1)(vii) | Yes | No |
| Mortgage title insurance (lender's coverage) | No | Yes |
| Mortgage title insurance (owner's coverage) | Yes | No |
| Notary fees | Yes | Yes |
| Operating and maintenance costs | No | No |
| Pest inspection fee (but no services performed) | Yes | Yes |
| Pest eradication services | No | No |

| Type of Expenses | Old Station | New Station |
|---|-------------|-------------|
| Property taxes | No | No |
| Recording fees | Yes | Yes |
| Record title insurance | Yes | Yes |
| Repair costs/Maintenance | No | No |
| Settlement/Closing Fee | Yes | Yes |
| State/county/city revenue stamps | Yes | Yes |
| Survey | Yes | Yes |
| Title insurance binder (instead of title search) | Yes | Yes |
| Title insurance option | Yes | Yes |
| Transfer charges | Yes | Yes |
| Expired lease termination (See 41 CFR 302.6.2 (h) | Yes | No |

Reimbursement expenses associated with an unexpired lease are:

- brokers fees for obtaining a sublease
- advertising expenses
- forfeiture of security deposit
- 4. Non-reimbursable expenses for the sale/purchase of a residence include:
 - o cost of litigation
 - o property taxes
 - o finance charges
 - o losses due to market conditions (capital losses)
 - o duplicate expenses (i.e., 2 appraisals, 2 termite inspections, etc.)
 - o cost of services provided at personal request or option of the employee
 - o residence transaction expenses incurred where the related residence sale or purchase does not transpire
 - o expenses that are not customarily paid by the party submitting the claim or expenses in amounts exceeding the customary charges in a particular locality
 - o expenses involved in leases with options to purchase
 - o tax service or tax escrow
 - o loan discount fee

- o interest
- o hazard insurance
- o county property taxes
- o title insurance (owner's coverage)
- o courier/express fee can be claimed on actual expense miscellaneous voucher
- o underwriting fee
- o VA funding fee
- o Home Owners Association (HOA) Fees
- o Home Inspection Fee
- o Home Warranty Fee
- o Purchase Home Inspection Fee
- o Engineering Inspection Fee
- o Home Protection Fee
- o Structural Inspection Fee

Non-reimbursement expenses associated with an unexpired lease are:

forfeiture of cleaning deposit

5. To claim reimbursement:

- O Complete Form DOE 1520.1, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or both) of Residence Upon Change of Official Station (see Attachment 9, for a blank for to be used). Prepare a separate form for sale and purchase of a residence.
- o Complete Form SF 1012, Travel Voucher. Complete a separate form for sale and purchase of a residence.
- o Submit other supporting documents:
 - -sale agreement
 - -purchase agreement
 - -property settlement documents
 - -invoices or receipts for other expenses incurred and paid by the employee
 - -copy of lease

Please see the following example of the two forms that need to be completed when submitting a real estate purchase/sale voucher.

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EMPLOYEE APPLICATION FOR REIMBURSEMENT OF EXPENSES INCURRED UPON SALE OR PURCHASE (OR BOTH) OF RESIDENCE UPON CHANGE OF OFFICIAL STATION

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PRIVACY ACT INFORMATION STATEMENT. Collection of the information requested is authorized by Federal Trade Regulation. 41 CPR, 300-6.3, issued under authority of Executive Order 11609. Compliance is voluntary, nowwest, if the information is madequate of incomplete, raminusement of expenses claimed may be delayed or disalkayed.

The information was be reviewed by CDE to distribute that of names clusted are product for payment, to authorize payment, and to authorize payment, and to account, by the General Accounting Office to verty the accountry and expanses and by the Treasury Department to issue a short.

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| instrument as a charge for prepayment; or if not specifically required by the mortgage instrument, the amount paid limited to 3 months prevailing interest on the ioan balance. 8. LENDER'S APPRAISAL FEE: The amount paid for the mortgage-lender's charge for residence appraisal. C. FHA OR VA APPLICATION FEE: The amount paid. D. CERITFICATIONS: The amount paid for any required certifications as in structural soundness or physical condition of property, when required by mortgage-lender, FHA or VA. E. CREDIT REPORT: The amount paid for credit or factual data report on the buyer, if required by mortgage-lender, FHA or VA. F. MORTGAGE TITLE POLICY: The amount paid for mortgage for lender's) title intuitance policy only fast distinguished from a moretgage for lender's) title intuitance and the additional cost for an amount paid to an excess agent, title company, or similar entity for closing a real essats transaction. G. ESCROW AGENT'S FEE: The amount paid to an excess agent, title company, or similar entity for closing a real essats transaction. S. S. H. STATE REVENUE STAMPS: The amount paid. S. S. S. S. OTHER INCIDENTAL EXPENSES: Such other reasonable and customary charges or fees paid as may be authorized and not properly includable in items listed above (Itemize and explain: if necessary, attach separate sheet.): TOTAL - FORMER RESIDENCE S. L. M. | ITEM | EXPLANATION | Former Residence | New Retailance |
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| without the services of a real estate broker or real estates agent. 3 APPRAISAL FEE: The number paid to a professional appraiser for establishing a suggested pile price for the residence. 4. LEGAL AND RELATED COSTS: The amounts paid for costs of (1) searching tude, preparing abstract, and legal feet for a title opinion, ag(2) site immrance policy where customarily feartished by the seller; costs of preparing conveyances, other instruments, and contracts: related notary feet; costs of preparing conveyances, other instruments, and contracts: related notary feet; costs of making surveys, reperang travelings or plats, recording feet and effectively states or other charges paid incident to recordation (e.g., mortgage discharge necording feet, etc. 5 S J MINSCELLANDOUS COSTS: Amounts paid in commentor with sale of former registence and purchase of a new residence, (Normally, these expenses (except A.) are paid by the purchaser, chosever, depending on local custom and practice, the seller may be required to pay sums of them. A PREPAYMENT CHARGE: The amount paid as required in the mortgage of other security instrument as a charge for prepayment; or if not specifically required by the mortgage instrument, the amount paid limited to 3 months prevailing in terest on the ican belance. 5 S S LENGER S APPANISAL FEE: The amount paid for the mortgage-lender's charge for endiance appraisal. C. FIN OR VA APPILICATION FEE: The amount paid for any required or mortgage-lender. FHA or VA. F. MORTCAGE TITLE POLICY: The amount paid for mortgage lender, it tile instrument paid on the difference of the buryon and the additional cost for an owner's talk policy. C. ESCROW AGENTS FEE: The amount paid for mortgage for lender's till instrument paid and mortgage for an owner's talk policy. G. ESCROW AGENTS FEE: The amount paid for mortgage for lender's till instrument paid for the buryon and the additional cost for an owner's talk policy. G. ESCROW AGENTS FEE: The amount paid for mortgage for lender's till ecompany, or similar ent | ſά | imer residence. Also, fees for listing a residence and payment for multiple listing service, if | 5 | |
| 3. APPRAISAL PIE: The smount paid to a professional appraisor for establishing a stage-sted pile price for the residence. 4. LEGAL AND RELATED COSTS: The amounts paid for costs of (1) searching table, preparing abstract, and legal feet for a title opinion, or (2) this immuneous policy where customarily furnished by the sider; costs of preparing conveyance, other instruments, and contracts; related notary feet; costs of preparing conveyance, other instruments, and contracts; related notary feet; costs of making surveys, preparing drawings or plats, recording feets and recording taxes, or other charges paid incident to recordation (e.g., mortgage discharge recording feets), etc. 5. MINGCELLANEOUS COSTS: Amounts paid in connection with sale of former residence and purchase; however, depending on local custom and practice, the seller may be required to poy some of them. A. PREPAYMENT CHARGE: The amount paid as required in the mortgage or other security listrament as a charge for prepayment; or if not specifically required by the mortgage for residence apprairal. B. LENDER'S APPRAISAL FEE: The amount paid for the mortgage-lender's charge for residence apprairal. C. FHA OR VA APPLICATION FEE: The amount paid for any explained certifications as to structural soundances or physical condition of property, when required by mortgage-lender, FHA or VA. F. MORTGAGE TITLE POLICY: The amount paid for mortgage for lender's) title insurance policy only fan disrugationed from on mortgage insurance policy on the diff of the borrower and the additional cost for an other? talk policy). G. ESCROW AGENT'S FEE: The amount paid to mortgage for lender's) title insurance policy only fan disrugational from one mortgage insurance policy on the diff of the borrower and the additional cost for an other? talk policy). G. ESCROW AGENT'S FEE: The amount paid to mortgage to lender's) title insurance policy only and disrugational from the paid to mortgage insurance policy on the diff of the borrower and the additional cost for an other ta | 2. A. | DVERTISING: Expenses paid for newspaper and other advertising when a direct sale is made ithout the services of a real estate broker or real estate agent. | s | |
| abstract, and legal fees for a little opinion, og (2) site immarance policy where customarily furnished by the selfer; costs of making surveys, preparing diswings or plate, not required for surveys, preparing diswings or plate, recording fees and recording taxes or other charges paid incident to recordation (e.g., mortgage discharge recording fees), etc. 5. MISCELLANEOUS COSTS: Amounts paid in connection with sale of former reddence and purchase of a new residence. (Normally, these expenses (except A.) are paid by the purchase; nowever, depending on local custom and practice, the selfer may be required to pay turne of them.) A. PREPAYMENT CHARGE: The amount paid as required in the mortgage or other security instrument as a charge for prepayment; or if not specifically required by the mortgage instrument, the amount paid instruct of 3 months prevailing interest on the ioan belience. 8. LENDER'S APPRAISAL FEE: The amount paid for the mortgage-lender's charge for residence appraisal. C. FHA OR VA APPLICATION FEE: The amount paid for the mortgage-lender's charge for exidence appraisal. B. CREDIT REPORT: The amount paid for any required certifications as to structural soundances or physical condition of property, when required by mortgage-lender, FHA or VA. E. CREDIT REPORT: The amount paid for credit or factual data report on the buyer, if required by mortgage-lender, FHA or VA. F. MORTGACE TITLE POLICY: The amount paid for mortgage for lender's), title matrace policy only fast distinguished from a mortgage insurance policy on the dife of the borrower and the additional cost of on an owner's risite policy). G. ESCROW AGENT'S FEE: The amount paid to mescrow agent, title company, or similar entity for closing a real estate transaction. H. STATE REVENUE STABIPS: The amount paid to mescrow agent, title company, or similar entity for closing a real estate transaction. 5. S. TOTAL - PORMER RESIDENCE 5. S. TOTAL - PORMER RESIDENCE 5. S. TOTAL - PORMER RESIDENCE | | | | l |
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| H. STATE REVENUE STAMPS: The amount paid. S. S. S. S. L. SALES OR TRANSFER TAXES, MORTGAGE TAX, IF ANY: The amount paid. OTHER INCIDENTAL EXPENSES: Such other reasonable and customary charges or fees past as may be authorized and not properly includable in items listed above (Itemize and explain: if necessary, as such separate sheet): TOTAL - FORMER RESIDENCE | F. | policy only (as distinguished from a mortgage insurance policy on the life of the borrower | | 5 |
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NOTE: In accordance with the real entage provisions of the FTR, case of insurance against damage or loss of property, insurtenance and operating costs and property last are not reinforciable. Also, mortgage discusses, prince, uncertain on lesses, and houses in commercial with the sile or purchase of a resolution due to price or manual conductors are not reimbursable. Note offscaping the above, for the cost, charge, in expense or injuries the form of determined to be a pain of the france. Justice the Truth in Londing Act. Title 1, Public Law 90/121, and Regulation Z issued pursuant theorem by the Broad of Governors of the Federal Reserve System FOOTNOTES:

¹ The approprie amount of expenses which may be semiloused is this amount, but it shall not exceed 10% of side proce of \$18.556, whichever is the smaller it suspend from much as effect as of 10.1.891.

² The accregate among of expenses which may be combused is this amount, but a shall one except 5% of purchase price of 59 15% whichever is the contain a function and effect as of 10.1 30).

The process is molitiste transform type texenstring condomination expenses, will be profused assi allowed for resinence and only



TRAVEL MANAGEMENT POLICY

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302-6.2 Reimbursable and nonreimbursable expenses.

Federal

302-6.3 Procedural and control requirements.

302-6.4 Exclusions.

302-6.5 Advance of funds.

Authority: 5 U.S.C. 5738; and E.O. 11609, 36 FR 13747, 3 CFR, 1971-1975, Comp.,p. 586.

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